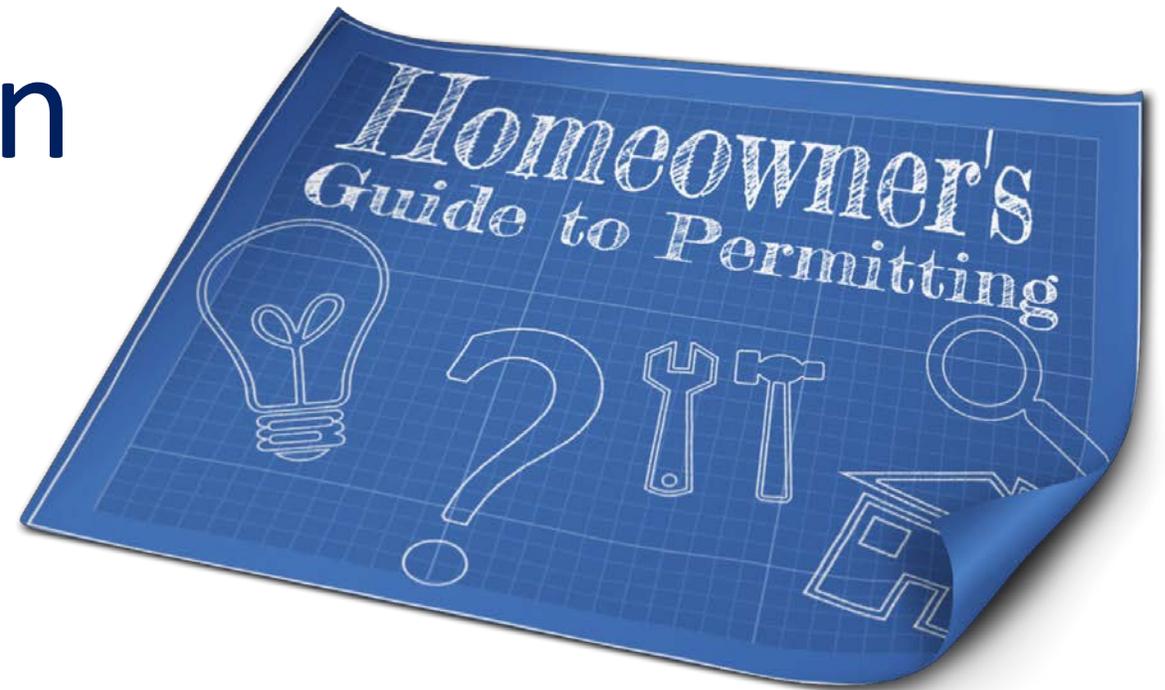


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# How & When to Get Permits for Work in Your Home



Presented by: Andrew Espinoza, CBO, MCP

# THE DSD TEAM

Michael Shannon, PE, CBO

Director

## LAND DEVELOPMENT

Melissa Ramirez  
Assistant Director

Tony Felts  
Interim Policy Administrator

Catherine Hernandez  
Administrator

Kevin Collins, PE  
Engineering & Environmental

## PLAN REVIEW

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Assistant Director

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DSD Engineer

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Customer Svc & Permitting Manager

Patricia Cavazos  
BuildSA Sr. Special Projects Manager

## FIELD SERVICES

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Assistant Director

Vacant  
Sr. Engineer

Michael Constantino  
Administrator

Phil Laney  
Sr. Projects Manager  
Code Enforcement

Martin Ruiz  
Manager  
Code Enforcement

Danny Liguez  
Manager  
Code Enforcement

## SUPPORT SERVICES

Alma Martinez-Jimenez  
Assistant to the Director

Veronica Castro  
Fiscal Administrator

Ximena Copa-Wiggins  
Public Relations Manager

Jorge Manzano  
Interim Administrator  
Training/Special Projects

# 15 Residential Permits

## Minor Repairs

- Interior Demolition
- Demolition
- Reroof
- Fence
- Foundation
- Swimming pool
- Foundation Skirting

## General Repairs

- Adding a room
- Shed
- Garage
- Deck
- Carport or patio cover

## Trade Permits

- Mechanical
- Electrical
- Plumbing

# Minor Repair Permits

- Interior/exterior remodeling
  - Non-structural renovations
  - Inspections may be required for:
    - Frame, Insulation
    - Final
- Interior Demolition
  - for reuse/remodeling interior space:
    - Wall/ceiling removal
    - Utility, salvage, selective
    - Separate repairs permit required
- Cost of job
- Detailed scope of work

 CITY OF SAN ANTONIO  
DEVELOPMENT SERVICES DEPARTMENT  
1901 B. ALAMO ST. | SAN ANTONIO, TEXAS 78204  
210-207-1111 | www.sanantonio.gov/dsd

 JAS  
ACCREDITED

### Residential Minor Repair Permit Application

(For Foundation Repairs – See the Foundation Repair Permit Application)

All work must conform to locally adopted 2015 International Residential Code.  
Separate permits are required for mechanical, electrical, and plumbing work.

Date: \_\_\_\_\_ Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
San Antonio, Texas \_\_\_\_\_ Job Cost: \$ \_\_\_\_\_

**Repair Type:**

Windows # \_\_\_\_\_ (excludes broken glass replacement)  
 Doors # \_\_\_\_\_ (excludes existing door/hinge replacement)  
 Walls # \_\_\_\_\_ (excludes paint, wallpaper, and sheet rock repair)

New &/or moved studs will require open wall frame inspection

Siding Replacement (excludes new siding over existing siding)  
 Floor – Structural Repairs (excludes carpet, tile, wood/laminate flooring)  
 Interior Demolition Only (job cost above for demolition work only)

Separate permits will be required for remodel construction, electrical, mechanical, and plumbing work

Contractor/Homeowner: \_\_\_\_\_ Contractor ID#: \_\_\_\_\_  
Registered Lic. Holder: \_\_\_\_\_ City Lic. Reg #: \_\_\_\_\_  
Authorized Agent Name: \_\_\_\_\_ COSA ID#: \_\_\_\_\_  
Escrow:  Y  N Other ID# on permit: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Work Summary:**  
\_\_\_\_\_  
\_\_\_\_\_

I have read the complete application and know the same to be true and correct and hereby agree that if the permit is issued all provisions of the City Ordinance will be complied with whether herein specified or not. I understand that the permit belongs to the property owner and I am an authorized agent.

Signature of Permit Holder: \_\_\_\_\_  
Revised 4/16

# When **DO** I Need a Permit?

A permit is required if you are...

- ❑ Removing and replacing siding
- ❑ Replacing windows and doors
- ❑ Replacing subfloor/foundation skirting
- ❑ Installing or replacing insulation
- ❑ Framing or re-framing of walls
- ❑ Demolishing a bathroom or kitchen
- ❑ Removing some or all interior walls
- ❑ Removing all sheetrock or insulation



# When **DON'T** I Need a Permit?

## Exemptions

- ❑ Broken glass replacement
- ❑ Existing door/hinge replacement
- ❑ Paint/wallpaper & sheetrock repair
- ❑ New siding over existing siding
- ❑ Carpet, tile, wood, laminate flooring



# Removing a Structure?

- Full or partial demolition
  - Reviews required:
    - CPS, COSA Arborist, and Historic
- Documentation needed:
  - Site plan
  - Means and methods of demolition
  - Photos
  - Engineer assessment (2-story or more)

**CITY OF SAN ANTONIO**  
 1901 S. ALAMO STREET, TEXAS 78204(210) 207-1111  
**COMPLETE OR PARTIAL DEMOLITION PERMIT APPLICATION**  
 (Applicant to complete all numbered spaces – Please Print)

0	AP Number: <b>COMMERCIAL:</b> Yes No Date:			
Project Name:				
1	Site Address:		Building No.:	Suite No.:
2	Legal Description	NCB:	Block:	Lot(s):
Owner: Phone:				
Address: Email:				
City: AC# State: Zip Code:				
Demo Contractor: Phone:				
Address: Email:				
City: Zip Code: ID# Lic: Current: Yes No				
Engineer: Phone:				
Address: Email:				
City: AC# State: Zip Code:				
Contact Person: Phone:				
Address: Email:				
City: AC# State: Zip Code:				
Number of Structures: Building Height: No. of Floors:				
NOTICE: Commercial two stories or with basement require submittal letter by Licensed Professional Engineer				
Type of Construction: Basement: Yes No				
Gas Service: Yes No Explosives: Yes No				
Crane: Yes No Start Date of Demo: End Date: Security Provided Yes No				
8 <b>DEMO CONTRACTOR READ &amp; INTIAL</b> As the demolition contractor, you are hereby under notice that the demolition debris shall be transported to an approved and permitted landfill site. Failure to comply will constitute a Violation of "Vernon's Texas Civil Statutes Article 4477-7, Section 8a(1), (2) and 4477-6(a), Section 2.022 and 2.04. Initial Date:				
9 <b>CPS ENERGY</b> Utility disconnect requested on:				
Utilities to be disconnected by - Electric: Gas:				
10 Emergency: Yes No Case Number: Date:				
11 Underground Fuel Tanks: Yes No Engineered Bracing Yes No				
12 Site Plan: Yes No Photos: Y N Aerial No				
13 Notarized Letter: Yes No Contractor Contract: Yes No Date:				

June 15, 2017

# When **DO** I Need a Permit?

A permit is required if you are...

- ❑ Demolishing attached partial/sections of primary structures
- ❑ Removing additional rooms or patio covers
- ❑ Full demolition of homes
- ❑ Demolishing accessory structures
- ❑ City ordered demolitions
- ❑ Fences +6 ft. in height



# Re-roofing?

- When assemblies are replaced or installed
- Engineer Assessment Report needed if:
  - Change in roof slope (pitch)
  - Change material to tile



CITY OF SAN ANTONIO  
DEVELOPMENT SERVICES DEPARTMENT  
P.O. BOX 839966 • SAN ANTONIO TX 78283-3966 • 1901 S. ALAMO ST., 78204



### Re-Roof Permit Application

All work must conform to locally adopted 2015 building codes.  
Separate permits are required for mechanical, electrical, and plumbing work.

Date: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

San Antonio, Texas \_\_\_\_\_ Value of the Work: \_\_\_\_\_

**Details:**  
The following list will help coordinate permitting for roofing construction with the City.

**Commercial**  \$ Valuation+3% Technological Fee+3% Development Services Fee

**Residential**  \$ 26.50 (includes 3% Technology+3% Development Services Fee)

Historical, Flood, or Overlay Zone	Yes	No	<i>If "Yes" the appropriate City Reviews will need to look at the application and stamp the following page.</i>
Change in the slope of the roof	Yes	No	<i>If "Yes", please provide an Engineer's assessment inspection report (attached) to clear the framing inspection. A final building inspection will be performed by the City Inspection division. Submit to <a href="mailto:callcenter@sanantonio.gov">callcenter@sanantonio.gov</a></i>
Change of material to a tile roof	Yes	No	<i>If "Yes", please provide an Engineer's assessment inspection report (attached) to clear the framing inspection. A final building inspection will be performed by the City Inspection division. Submit to <a href="mailto:callcenter@sanantonio.gov">callcenter@sanantonio.gov</a></i>

**Notes:**

- Mechanical, electrical, and plumbing permits and inspections will be required for modifications to existing roof penetrations that will be extended above the new roofline. These permits must be secured by licensed trade contractors
- Exposing the ceiling/attic cavity may require additional insulation to be installed per the International Energy Code if the existing insulation is inadequate.

\*\*\*Note: Structural modifications to existing commercial roofs shall be permitted using the [Commercial Building Application](#).

Contractor/Homeowner: \_\_\_\_\_ Contractor ID#: \_\_\_\_\_

Registered Lic. Holder: \_\_\_\_\_ City Lic. Reg#: \_\_\_\_\_

Authorized Agent name: \_\_\_\_\_ COSA ID#: \_\_\_\_\_

Escrow: Yes  No  Other ID# on permit: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Page 1 of 3

Revised 2/2017

# When **DO** I Need a Permit?

A permit is required if you are...

- ❑ Replacing shingles (except patch work)
- ❑ Installing shingles on existing ones
- ❑ Changing the slope of roof
- ❑ Removing and replacing roof decking
- ❑ Changing the roof material



# What About My Fence?

- New
- Replacing over 25%
- Documentation needed:
  - Site plan
  - Fence height and material
    - Require an engineer's report for:
      - Masonry 6 ft. or more
      - Wood
      - Chain link
      - Wrought iron 8 ft. or more



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DEVELOPMENT SERVICES DEPARTMENT  
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210.207.1111 | www.sanantonio.gov/dds



### Residential Fence Permit Application

(For Commercial - See the Commercial Fence Permit Application)

All work must conform to current Building Codes and City Ordinances.

**\*\* Fence repairs equal to 25% or less of the length of the existing fence do not require a fence permit \*\***

**Residential retaining walls - complete Site Work Permit Application and see Information Bulletin 171**

Date: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Fence Height: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

**Fence Material Type:** Refer to 18223 - Commercial Residential Fences for detailed information on materials and installation requirements

Wood     Chain Link     Wrought Iron     Pre-Cast Concrete Panels

Brick     Masonry     Stone     Other: \_\_\_\_\_

**Detailed site plan required:**

Must show lot size, location of existing structures, locations of easements, and proposed fence location with height and material of each new/repared fence section. See provided example for assistance.

The following list will help ensure proper permitting and installation verifications by the appropriate City reviewers.

Corner lot     Yes     No

Historical District     Yes     No

Flood Zone     Yes     No

Vacant lot     Yes     No

Overlay or Conservation District     Yes     No

**Residential Fence Fee: \$26.50**  
(includes 3% technology fee & 3% Development Services fee)

**\*\* NOTE: If you checked, "Yes" to any of the above, the appropriate City division will need to review your fence permit application prior to permit issuance. Please see Additional Approvals page at end of application. \*\***

Permitted Use	Front Yard	Side Yard	Rear
Single-Family or Mixed Residential Use	3'0" solid fence 5'0" combined or predominately open fence	6'0"	6'0"
Vacant Lot	3'0" solid fence 6'0" combined or predominately open fence	6'0"	6'0"

Contractor/Homeowner: \_\_\_\_\_ Contractor ID#: \_\_\_\_\_

Registered Lic. Holder: \_\_\_\_\_ City Lic. Reg #: \_\_\_\_\_

Authorized Agent Name: \_\_\_\_\_ COSA ID#: \_\_\_\_\_

Escrow:  Yes     No    Other ID# on permit: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

By signing the application as the home owner or contractor, I certify that I have read and understand the requirements for fence installations. I further certify that the information I have provided is true and correct and hereby agree that if the permit is issued all provisions of the City Ordinance will be complied with whether herein specified or not and that compliance with the Unified Building Code is required. I understand that the permit belongs to the property owner and I am an authorized agent.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 5/16 Pg. 1 of 3

# Fence – Restrictions and Materials

PERMITTED USE	FRONT YARD	SIDE YARD	REAR YARD
Single Family/Mixed Residential Use	3 ft. solid / 5 ft. predominantly open or combined	6 ft.	6 ft.
Vacant Lots	3 ft. solid / 6 ft. predominantly open or combined	6 ft. predominantly open or combined	6 ft. predominantly open or combined

- Solid Fence:
  - Wood privacy, masonry, brick, stone, concrete
- Predominantly open/combined fence:
  - Chain link, wrought iron, material separation



# What About Your Foundation?

- New or replacing
  - Slab on grade
  - Pier and beam
- Documentation needed:
  - Proof of homeownership
  - Assumption letter from engineer
    - Due at time of processing

		CITY OF SAN ANTONIO Development Services Department 1901 S. Alamo San Antonio, Texas 78204		<a href="http://www.sanantonio.gov/dsd">www.sanantonio.gov/dsd</a> (210) 207-1111
		<b>Foundation Repair Permit - Residential and Commercial</b>		
Date:		Address:		
Owner Name:				
C	R	Commercial or Residential?	Sq. Ft of Work:	Value of Work:
Y	N	Full Foundation Repair	Y N	Engineered Construction Plans Submitted
Y	N	Partial Foundation Repair	Location of Work:	
Detailed Description of Work				
Attach additional sheet if needed				
Y	N	<u>Slab on Grade / Concrete Foundation</u>	Requires submittal of Engineer's Inspection Letter to clear foundation inspection. The letter should specifically indicate that drainage meets the minimum requirements of the City's current building codes. If drainage is not addressed by the engineer, a DSD inspection for drainage will be required.	
Y	N	<u>Pier &amp; Footing</u> Number of Piers: _____	Requires submittal of Engineer's Inspection Letter to clear foundation inspection.	
Y	N	<u>Repair/Replacement:</u> Wood Sill	Requires submittal of Engineer's Inspection Letter to clear foundation inspection.	
Y	N	Beam		
Y	N	Joist Linear Ft: _____		
Y	N	<u>Removal/Repair/Replacement:</u> Skirting	IF YES, this requires a DSD Final Inspection by City Inspector for venting, subfloor access and drainage (in addition to engineer letter noted above)	
Required	Submitted Assumption of Engineer of Record Letter?	Requires submittal of Engineer's Inspection Letter to close Permit		
Contractor Name:		Contractor ID#:	Escrow: YES [ ] or NO [ ]	
License Holder:			License #:	
Authorized Agent Name:			Contact ID#:	
Telephone:		Fax:	Email:	
SIGNATURE OF PERMIT HOLDER:				
By signing I understand the limitations to the permit listed above and possible requirement to remove work if non-compliant.				
Other Contact ID# (s) associated with this permit:				
THIS APPLICATION MUST BE COMPLETED WHEN REQUESTING A PERMIT. A DOUBLE FEE WILL APPLY FOR FAILURE TO OBTAIN A PERMIT BEFORE STARTING WORK. FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN A PROCESSING DELAY.				
COPY OF APPLICATION MUST BE AVAILABLE AT JOB SITE WITH PERMIT				May 2013

# When **DO** I Need a Permit?

A permit is required if you are...

- Repairing/replacing piers
- Repairing/replacing footings
- New/replacing wood sill, joist, or beam



# Planning a Pool ?

- In-ground requires a permit
- Above ground require a permit if more than:
  - 5,000 gallons
  - 24 inches deep
- Documentation needed:
  - Site plan
  - Compliance agreement



CITY OF SAN ANTONIO  
DEVELOPMENT SERVICES DEPARTMENT  
1901 S. ALAMO ST. | SAN ANTONIO, TEXAS 78204  
210-207-1111 | www.sanantonio.gov/dsd



AP# \_\_\_\_\_

### Residential Swimming Pool Permit Application

All work must conform to locally adopted 2015 International Residential Code.  
Separate permits are required for mechanical, electrical, and plumbing work.

Date: \_\_\_\_\_ Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Job Cost \$ \_\_\_\_\_ Minimum job cost is \$30,000.00. Projects costing less than minimum must have cost documentation.

Please refer to [IB170 – Swimming Pool Permits](#) for updated, detailed information on swimming pool requirements. A plat copy is not required for the swimming pool permit application.

**Detailed site plan required**  
Must be drawn to scale showing the size of lot, location of existing structures, locations of easements, and proposed swimming pool with distances to all adjacent property lines and other existing structures. Site plan must also show the following:

- Swimming pool barrier(s)
- Self-closing gate with self-locking mechanism
- Audible alarm

**Setback Requirements**  
Residential swimming pool setbacks are 5' side and 5' rear to existing property lines. This is measured from the inside wall of the pool waterline to the property line. Swimming pools are not permitted in front of lot or residence.

Contractor/Homeowner: \_\_\_\_\_ Contractor ID#: \_\_\_\_\_  
Registered Lic. Holder: \_\_\_\_\_ City Lic. Reg #: \_\_\_\_\_  
Authorized Agent Name: \_\_\_\_\_ COSA ID#: \_\_\_\_\_  
Escrow:  Y  N Other ID# on permit: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Work Summary:**  
\_\_\_\_\_

I have read the complete application and know the same to be true and correct and hereby agree that if the permit is issued all provisions of the City Ordinance will be complied with whether herein specified or not. I understand that the permit belongs to the property owner and I am an authorized agent.

Applicant Signature: \_\_\_\_\_

Note: Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than twenty-four (24) inches (610mm) deep, do not exceed five thousand (5,000) gallons (18,825l) and are installed entirely above ground are exempt from permit. Exemptions from permits shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of City Codes any other laws or ordinances of the City.

Revised 3/16

# When **DO** I Need a Permit?

A permit is required if you are...

- ❑ Enlarging an existing swimming pool
- ❑ Building an underground pool
- ❑ Adding an in-ground hot tub or spa
- ❑ Installing an above ground pool exceeding 5000 gallons



# When DON'T I Need a Permit?



## Exemptions

- Installing a prefabricated less than:
  - 24 in. deep
  - 5000 gallons & above ground

# General Repairs Permit

- ❑ Sheds, garages, decks, carports, patio covers or additions
  - ❑ 1 story
  - ❑ Less than 1,000 SF
- ❑ Inspections may apply for:
  - ❑ Frames
  - ❑ Foundation (engineer report)
  - ❑ Insulation
  - ❑ Final



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DEVELOPMENT SERVICES DEPARTMENT**  
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210.207.1111 | www.sanantonio.gov/dsd

**Residential General Repair Permit Application**  
(For Foundation Repairs – See the Foundation Repair Permit Application)

All work must conform to locally adopted 2015 International Residential Code.  
Separate permits are required for mechanical, electrical, and plumbing work.

**\*\* Projects exceeding 1000 sq. ft or 2-story do not qualify for this permit. \*\* See New Residential Construction application \*\***  
**For residential swimming pools – refer to Swimming Pool Permit application**

Date: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Repair Type:** \_\_\_\_\_ Job Cost: \$ \_\_\_\_\_

Addition \_\_\_\_\_ sq ft (house) \_\_\_\_\_ sq ft (addition)       Carport/Patio Cover \_\_\_\_\_ sq ft

Shed \_\_\_\_\_ sq ft

Garage \_\_\_\_\_ sq ft

Deck \_\_\_\_\_ sq ft

*If doing minor repairs as part of project, Residential Minor Repairs Permit application is also required.*

**Foundation letter required**  
A Letter of Inspection Report from a licensed foundation engineer is required to be on file at the completion of the project.

**Detailed site plan required**  
Must be drawn to scale, show lot size, location of existing structures, locations of easements, and proposed new structure with distances to all adjacent property lines and other existing structures. See provided example for assistance.

**General building setback requirements:** (As determined by current property zoning classification)

Repair Type	Front	Side	Rear	Permit Required If:
Room Addition	10 ft	5 ft	20 ft (attached) / 5 ft (detached)	Less than 1000 sq. ft & 1-story
Shed	N/A	5 ft	5 ft	More than 300 sq. ft & 1-story
Garage	N/A	5 ft	20 ft (attached) / 5 ft (detached)	All garages require a permit Street entry requires 20' from property line to door
Deck	10 ft	5 ft	20 ft (attached) / 5 ft (detached)	More than 300 sq. ft <b>OR</b> More than 30" above grade <b>OR</b> Attached to dwelling <b>OR</b> Serves a required exit door
Carport/Patio Cover	10 ft	5 ft	20 ft (attached) / 5 ft (detached)	All carports/patio cover/porch covers require a permit

*\* Note: Platted setbacks are not enforced by DSD. Applicant and owners should review their platted setbacks and if a platted setback is present, the property owner has the option to remove per Information Bulletin 533-Building Setback Line Plat Process.*

Contractor/Homeowner: \_\_\_\_\_ Contractor ID#: \_\_\_\_\_  
Registered Lic. Holder: \_\_\_\_\_ City Lic. Reg #: \_\_\_\_\_  
Authorized Agent Name: \_\_\_\_\_ COSA ID#: \_\_\_\_\_  
Escrow: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ Other ID# on permit: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Work Summary:** \_\_\_\_\_  
\_\_\_\_\_

I have read the complete application and know the same to be true and correct and hereby agree that if the permit is issued all provisions of the City Ordinance will be complied with whether herein specified or not. I understand that the permit belongs to the property owner and I am an authorized agent.

Applicant Signature: \_\_\_\_\_

Revised 9/17

# When **DO** I Need a Permit?

A permit is required if you are...

- Adding square footage
- Enclosing a open patio
- Expanding to the rear, side, or front of existing home
- Building a bedroom less than 1,000 SF

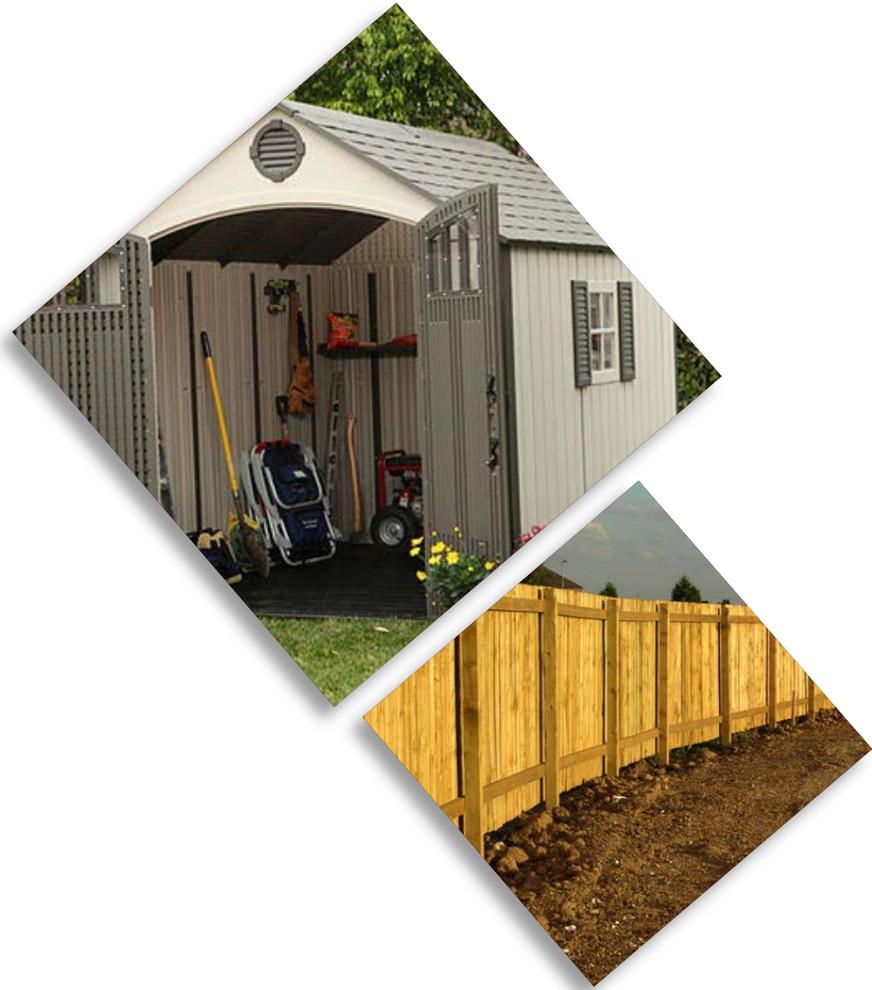


# Wanting a shed?

- Detached storage
  - If bigger than 300 SF
- Documentation needed:
  - General repair application
  - Site plan
- Inspections needed:
  - Frame (Engineer Report or Inspection)
  - Foundation (Engineer Report)
  - Final



# When **DON'T** I Need a Permit?



## Exemptions

- ❑ Playground equipment
- ❑ Storage sheds smaller than 300 SF
- ❑ Above ground swimming pools
- ❑ Fences less than 6 ft. high

# What About a Garage?

- Attached or detached
  - Less than 1,000 SF
  - Full building permit if more than:
    - 1,000 SF
    - One story
- Documentation needed:
  - General repair applications
  - Site plan



# When **DO** I Need a Permit?

A permit is required if you are...

- Building a garage
- Expanding existing 1-car to a 2 car garage
- Relocating garage
  - Street entry requires 20 ft. from property line to door



# Room Additions

- Attached or Detached & Increasing SF:
  - Adding to primary structure less than 1,000 SF
  
- Documentation needed:
  - General repair application
  - Site plan
  - Proof of homeownership



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DEVELOPMENT SERVICES DEPARTMENT**  
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210.207.1111 | www.sanantonio.gov/dsd

**Residential General Repair Permit Application**  
(For Foundation Repairs – See the Foundation Repair Permit Application)

All work must conform to locally adopted 2015 International Residential Code.  
Separate permits are required for mechanical, electrical, and plumbing work.

**\*\* Projects exceeding 1000 sq. ft or 2-story do not qualify for this permit. \*\* See New Residential Construction application \*\***  
**For residential swimming pools – refer to Swimming Pool Permit application**

Date: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Repair Type:** \_\_\_\_\_ Job Cost: \$ \_\_\_\_\_

Addition \_\_\_\_\_ sq ft (house) \_\_\_\_\_ sq ft (addition)       Carport/Patio Cover \_\_\_\_\_ sq ft

Shed \_\_\_\_\_ sq ft

Garage \_\_\_\_\_ sq ft

Deck \_\_\_\_\_ sq ft

*If doing minor repairs as part of project, Residential Minor Repairs Permit application is also required.*

**Foundation letter required**  
A Letter of Inspection Report from a licensed foundation engineer is required to be on file at the completion of the project.

**Detailed site plan required**  
Must be drawn to scale, show lot size, location of existing structures, locations of easements, and proposed new structure with distances to all adjacent property lines and other existing structures. See provided example for assistance.

**General building setback requirements:** (As determined by current property zoning classification)

Repair Type	Front	Side	Rear	Permit Required If:
Room Addition	10 ft	5 ft	20 ft (attached) / 5 ft (detached)	Less than 1000 sq. ft & 1-story
Shed	N/A	5 ft	5 ft	More than 300 sq. ft & 1-story
Garage	N/A	5 ft	20 ft (attached) / 5 ft (detached)	All garages require a permit Street entry requires 20' from property line to door
Deck	10 ft	5 ft	20 ft (attached) / 5 ft (detached)	More than 300 sq. ft. <b>OR</b> More than 30" above grade <b>OR</b> Attached to dwelling <b>OR</b> Serves a required exit door
Carport/Patio Cover	10 ft	5 ft	20 ft (attached) / 5 ft (detached)	All carports/patio cover/porch covers require a permit

*\* Note: Platted setbacks are not enforced by DSD. Applicant and owners should review their platted setbacks and if a platted setback is present, the property owner has the option to remove per Information Bulletin 533: Building Setback Line Plat Process.*

Contractor/Homeowner: \_\_\_\_\_ Contractor ID#: \_\_\_\_\_  
Registered Lic. Holder: \_\_\_\_\_ City Lic. Reg #: \_\_\_\_\_  
Authorized Agent Name: \_\_\_\_\_ COSA ID#: \_\_\_\_\_  
Escrow: \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ Other ID# on permit: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Work Summary:** \_\_\_\_\_  
\_\_\_\_\_

I have read the complete application and know the same to be true and correct and hereby agree that if the permit is issued all provisions of the City Ordinance will be complied with whether herein specified or not. I understand that the permit belongs to the property owner and I am an authorized agent.

Applicant Signature: \_\_\_\_\_

Revised 9/17

# Building a Deck?

- Need a permit when:
  - Bigger than 300 SF
  - More than 30 in. above ground
- Documentation needed:
  - General repair application
  - Site plan
  - Proof of home ownership



# Patio Covers and Carports

- Attached structures
- Documentation needed:
  - General repair application
  - Site plan
  - Proof of home ownership
- Inspections:
  - Frame
  - Foundation
  - Final



# When **DO** I Need a Permit?

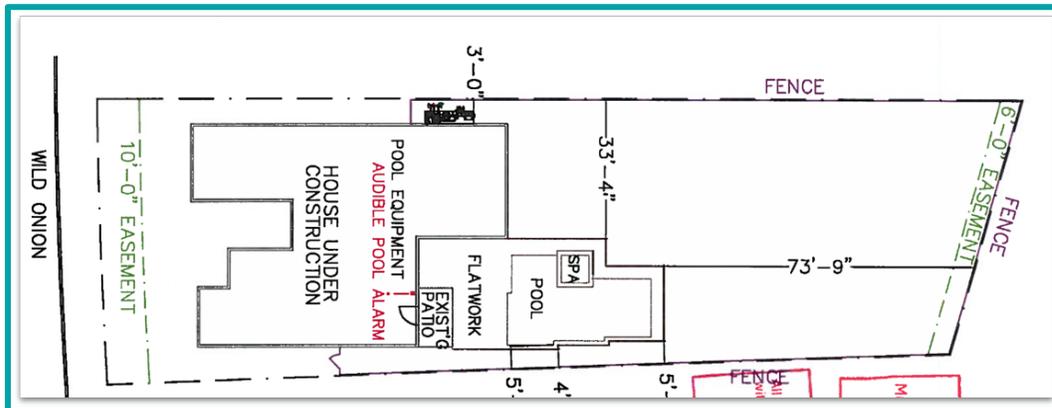
A permit is required if you are...

- ❑ Installing pre-manufactured covers
- ❑ Building a new cover
- ❑ Building an attached front porch or rear patio cover
- ❑ Building a cover detached from the primary residence over 300 SF



# You'll Need a Site Plan

- An overview of your property that includes:
  - Existing structures
  - New structures
  - Setbacks
- A survey may suffice if available



**PLOT (SITE) PLAN**

Address: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ NCB: \_\_\_\_\_

REAR

A grid-based plot plan showing setbacks for existing and new structures. The grid is labeled 'FRONT' at the bottom and 'REAR' at the top. The vertical axis is numbered from 5 to 150 in increments of 5. The horizontal axis is numbered from 5 to 140 in increments of 5. An 'EXISTING' structure is shown as a pink rectangle from x=25 to x=60 and y=30 to y=65. A 'NEW' structure is shown as a blue hatched rectangle from x=30 to x=60 and y=70 to y=100. Setback dimensions are indicated: 25 ft from the left boundary, 10 ft from the right boundary, and 30 ft from the top boundary.

I certify that the above plot plan shows all improvements on this property and that there will be no construction over easements. I also certify that I will build in compliance with the UDC and the 2015 IRC.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 9/17

# Trade Permits

- Required to be licensed by the State of Texas
  - For **mechanical** or **electrical** permit
- Check if registered with the City by:
  - Calling (210) 207-1111
  - [www.sanantonio.gov/DSD/Contractor](http://www.sanantonio.gov/DSD/Contractor)
  - Exemption: Homeowners performing their own plumbing work on their homestead may apply for a plumbing permit

# Mechanical Permits

- Heating & Air Conditioning (HVAC)
- Inspections:
  - Rough-in
  - Final



**CITY of SAN ANTONIO**  
 Development Services Department  
 1901 S. Alamo  
 San Antonio, Texas 78204

Telephone Number (210) 207-1111  
[www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd)

## Heating & Air Conditioning Permit Application

Date:	Address:	Bldg:	Suite:
Owner Name:		Business name:	
Structure Type: NEW [ ] or EXISTING [ ]		RESIDENTIAL [ ] or COMMERCIAL [ ]	
Is a BUILDING PERMIT required in conjunction with this work? YES [ ] or NO [ ]			
If yes, what is the plan/building permit number (AP#)?			
Description of Work:			

Heating & Air Conditioning Permit Fees – Residential (New Construction only)

For mechanical work associated with new residential construction, the fees are based upon square footage and will be assessed on the parent building permit. Your mechanical permit must be linked to the parent permit.

Sq. Ft.	Permit Fees	Sq. Ft.	Permit Fees
0000 - 1599	\$80	4001 - 5000	\$140
1501 - 3000	\$85	5001 - 6000	\$165
3001 - 3500	\$90	6001 - 7500	\$245
3501 - 4000	\$110	7501 - 9000+	\$250

\*For projects over 9000 sq. ft., the fees are determined by combining smaller increments to equal the square footage.

Heating & Air Conditioning Permit Fees  
Commercial and Existing Residential Construction

For commercial and existing residential heating & air conditioning projects the fees are based upon inspection items as follows:

Type of Equipment																																					
<b>Mechanical Inspection Fee: \$50.00</b>																																					
<table style="width: 100%;"> <tr><td>___ 6.25</td><td>Air Handler</td></tr> <tr><td>___ 6.25</td><td>Condensing Unit (# tons ___)</td></tr> <tr><td>___ 6.25</td><td>Condensing Unit/Heat Pump</td></tr> <tr><td>___ 6.25</td><td>Indoor Condensing Unit</td></tr> <tr><td>___ 6.25</td><td>Cooling Coil</td></tr> <tr><td>___ 9.60</td><td>Gas Furnace</td></tr> <tr><td>___ 9.60</td><td>Wall Furnace, Gas</td></tr> <tr><td>___ 9.60</td><td>Unit Heater, Gas</td></tr> <tr><td>___ 9.60</td><td>Radiant Heater, Gas</td></tr> </table>	___ 6.25	Air Handler	___ 6.25	Condensing Unit (# tons ___)	___ 6.25	Condensing Unit/Heat Pump	___ 6.25	Indoor Condensing Unit	___ 6.25	Cooling Coil	___ 9.60	Gas Furnace	___ 9.60	Wall Furnace, Gas	___ 9.60	Unit Heater, Gas	___ 9.60	Radiant Heater, Gas	<table style="width: 100%;"> <tr><td>___ 6.25</td><td>Walk-In-Freezer</td></tr> <tr><td>___ 2.00</td><td>Duct Outlet</td></tr> <tr><td>___ 6.25</td><td>Heat Pump</td></tr> <tr><td>___ 6.25</td><td>Refrigeration Unit (# tons ___)</td></tr> <tr><td>___ 6.25</td><td>Electric Heat Strips</td></tr> <tr><td>___ 6.25</td><td>Electric Furnace</td></tr> <tr><td>___ 9.60</td><td>Floor Furnace, Gas</td></tr> <tr><td>___ 6.25</td><td>Unit Heater, Electric</td></tr> <tr><td>___ 6.25</td><td>Radiant Heater, Electric</td></tr> </table>	___ 6.25	Walk-In-Freezer	___ 2.00	Duct Outlet	___ 6.25	Heat Pump	___ 6.25	Refrigeration Unit (# tons ___)	___ 6.25	Electric Heat Strips	___ 6.25	Electric Furnace	___ 9.60	Floor Furnace, Gas	___ 6.25	Unit Heater, Electric	___ 6.25	Radiant Heater, Electric
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THIS APPLICATION MUST BE COMPLETED WHEN REQUESTING A PERMIT.  
 A DOUBLE FEE WILL APPLY FOR FAILURE TO OBTAIN A PERMIT BEFORE STARTING WORK.  
 FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN A PROCESSING DELAY.  
 PLEASE BE ADVISED THAT IF WORK SITE IS LOCATED IN THE FLOOD OR HISTORIC DISTRICT ADDITIONAL APPROVAL MAY BE REQUIRED.

REVISED 07/2013  
COSA/DSD

# Mechanical Permits

## Needed if...

- ❑ Installing duct outlets
- ❑ Installing a new A/C unit
- ❑ Installing a new heat furnace
- ❑ Adding or moving a hood vent in kitchen
- ❑ Adding exhaust fan in restroom

## NOT needed when...

- ❑ Installation of a portable HVAC appliance
- ❑ Replacement of a minor parts
  - ❑ as long as the equipment does not become unsafe

# Electrical Permits

- Needed for **all** electrical work
- Inspections:
  - Rough-in
  - Final



**CITY of SAN ANTONIO**  
 Development Services Department      Telephone Number (210) 207-1111  
 1901 S. Alamo      www.sanantonio.gov/dsd  
 San Antonio, Texas 78204

### Electrical Permit Application

Date:		Address:		Bldg:		Suite:	
Owner Name:				Business name:			
Contractor Name:				Contractor ID#:		Escrow: YES [ ] or NO [ ]	
Master License Holder:						License #:	
Authorized Agent Name:						Contact ID#: AC	
Telephone:			Fax:		Email:		
Occupancy Type:		RESIDENTIAL [ ] or COMMERCIAL [ ]		Work Type:		NEW [ ] or EXISTING [ ]	
Permit Class: General Electric( ) TML( ) TOPS( ) WWCPs( ) Reconnect( ) Maintenance( ) Special Events( ) Solar ( )							
Description of work:							
Y	N	Is a Building Permit required in conjunction with this work?			If yes, what is the plan/building permit number (AP#)? _____		
<b>Professional Engineer sealed electrical drawings and plan review (\$100) required if you answer yes to any of the below questions:</b>							
Y	N	Is any equipment over 600amps @ 250 volts or less?			Y	N	Is any equipment over 400amps @ 250 volts or greater?
Y	N	Over one story (commercial)?			Y	N	Over \$8000 publicly funded?
Y	N	Over 5000 sq ft?			Y	N	Any system over 600 volts

**Electrical Permit Fees – Residential (New Construction Only)**

For electrical work associated with new residential construction, the electrical permit fees are based upon square footage and will be assessed on the parent building permit. These fees do not apply to electrical work associated with swimming pools and electrical work not associated with the initial residential building permit application. TMLs, TOPs, and Gas permits are based upon a flat fee as indicated below.

**For new residential, your electrical permit must be linked to the parent permit.**

Sq Ft	Electrical Permit Fees	Sq Ft	Electrical Permit Fees	Optional Fees	
0000-2500	\$100	4001-6000	\$125	TML Permit	\$57
2501-3500	\$110	6001-7000	\$150	TOPS Permit	\$54
3501-4000	\$120	7001-9000*	\$200	Gas Permit	\$64

\*For projects over 9000 sq ft., the fees are determined by combining smaller increments to equal the square footage.

**Electrical Permit Fees – Commercial and Existing Residential Construction**

For commercial projects and electrical work done to existing residential construction, the fees are based upon inspection items as follows:

Category	Qty	Amt	Total	Category	Qty	Amt	Total
<b>Electrical Inspection Fee</b>		\$50.00		General purpose outlets/equipment devices less than 1 hp motor		.16	
<b>Service Ratings</b>				Dedicated equipment/appliance outlets 20 amp and above		1.50	
0-200 amps		3.25		<b>Motors</b>			
201-600 amps		6.50		1-7.5 hp		2.15	
601-1000		8.65		7.6-25 hp		3.25	
1001-2500		10.80		25-50 hp		8.10	
Over 2500 amp		12.50		Over 50 hp		10.80	
TML		2.15					
TOPS		2.15					
Work with CPS		2.15					

THIS APPLICATION MUST BE COMPLETED WHEN REQUESTING A PERMIT.  
 A DOUBLE FEE WILL APPLY FOR FAILURE TO OBTAIN A PERMIT BEFORE STARTING WORK.  
 FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN A PROCESSING DELAY.  
 FAST-TRACK ELECTRICAL PERMIT IS ISSUED AT CONTRACTORS RISK. WORK FOUND NOT TO COMPLY SHALL BE CORRECTED BY CONTRACTOR.

CDBA/090  
2017-2018

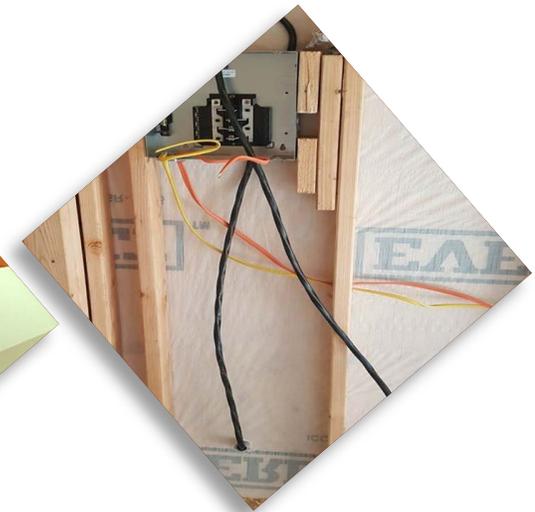
# Electrical Permits

## Needed if...

- ❑ Replacing meter loop
- ❑ Adding/repairing plugs
- ❑ Changing fans/chandeliers/lights
- ❑ Adding new lights
- ❑ Adding a new dryer plug
- ❑ Rewiring house

## NOT needed when...

- ❑ Minor repairs by a licensed contractor
- ❑ Cable, telephone, communications cables operating at less than 50 volts



# Plumbing Permits

- Homeowners can apply if:
  - Reside at residence and are doing the work themselves
  - Homeowner's affidavit
- Inspections:
  - Rough-in
  - Underground waterline (if needed)
  - Top out (if needed)
  - Final



**CITY of SAN ANTONIO**  
**Development Services Department**

1901 S. Alamo  
 San Antonio, Texas 78204

Phone Number (210) 207-1111  
[www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd)

**Plumbing, Gas and Sewer Permit**

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**Date:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Bldg:** \_\_\_\_\_ **Suite:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_ **Business name:** \_\_\_\_\_

**Structure Type:** NEW  or EXISTING  **RESIDENTIAL**  or **COMMERCIAL**

Is a **BUILDING PERMIT** required in conjunction with this work? YES  or NO

If yes, what is the plan/building permit number (AP#)? \_\_\_\_\_

**(Be specific as possible) Description of plumbing work:**

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**Permit Fees – Residential (New Construction Only)**

For plumbing work associated with new residential construction, the permit fees are based upon square footage and will be assessed on the parent building permit. The permit fees for gas will be a flat fee of \$64 and will also be assessed on the parent building permit. Plumbing permits not included are Irrigation and Multipurpose Residential Fire Protection System. In addition, fees not included are inspection scheduling, re-inspection and after hour's fees. The fees for plumbing are as follows:

Sq. Ft.	Fee	Sq. Ft.	Fee	Sq. Ft.	Fee
0000-0500	\$60	2251-2500	\$156	6501-7000	\$342
0501-1000	\$119	2501-3000	\$164	7001-7250	\$351
1001-1250	\$128	3001-3500	\$178	7251-7500	\$355
1251-1500	\$132	3501-4000	\$190	7501-7750	\$368
1501-1750	\$145	4001-5000	\$207	7751-9000*	\$372
1751-2000	\$149	5001-6000	\$223	Sewer	\$64
2001-2250	\$151	6001-6500	\$283	Gas	\$64

\*For projects over 9000 sq. ft., the fees are determined by combining smaller increments to equal the square footage.

**Permit Fees – Commercial, Existing Residential Construction, Irrigation and Multipurpose Residential Fire Protection Sprinkler System**

For commercial, existing residential, irrigation and multipurpose residential fire protection sprinkler systems, fees are based upon inspection items as follows:

<p><b>Gas Inspection Fee \$50.00</b></p> <p>1-5 Openings _____ 10.00</p> <p><i>i.e., to include underground gas lines</i></p> <p>Each additional opening _____ 3.00</p> <p>Gas Test _____ 8.00</p> <p>Extension with 1 opening _____ 8.00</p> <p>Replace gas line _____ 8.00</p> <p>Split meter _____ 8.00</p> <p>Move meter _____ 8.00</p> <p>Butane conversion _____ 8.00</p> <p><b>+3% Technological Fee _____</b></p> <p><b>+3% Development Services Fee _____</b></p>	<p><b>Medical Gas Inspection Fee \$50.00</b> <i>(Separate Permit)</i></p> <p>1-5 Openings _____ 13.00</p> <p>Each additional Opening _____ 3.00</p> <p>(O2) _____ (N2O) _____</p> <p>(N2) _____ (Vac) _____</p> <p>(HE) _____ (CO2) _____</p> <p>Medair _____</p> <p><b>+3% Technological Fee _____</b></p> <p><b>+3% Development Services Fee _____</b></p>
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<p><b>Plumbing Inspection Fee \$50.00</b></p> <p>Water heater gas/electric _____ 8.00</p> <p>Water heater/vent _____ 8.00</p>	<p><b>Backflow Preventer Inspection Fee \$50.00</b></p> <p>1/2" - 3/4" _____ 15.00</p> <p>1" _____ 20.00</p>
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**THIS APPLICATION MUST BE COMPLETED WHEN REQUESTING A PERMIT.**  
**A DOUBLE FEE WILL APPLY FOR FAILURE TO OBTAIN A PERMIT BEFORE STARTING WORK.**  
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REVISED JAN 2014  
COSA/DSD

# Plumbing Permits

## Needed if...

- ❑ Installing a water heater (gas or electric)
- ❑ Adding or replacing fixtures:
  - ❑ Toilets, Sinks, Showers, Bathtubs, Faucets
- ❑ Adding water lines
- ❑ Connecting to sewer lines
- ❑ Extending gas piping systems

## NOT needed when...

- ❑ Stopping and repairing leaks in drain or water pipes that won't be concealed
- ❑ Clearing drain stoppages
- ❑ Removing and reinstalling a toilet (no modifications)





# Important Document You Will Need

- Current I.D.
- Deed
- Power of Attorney (if not the homeowner or licensed contractor)
- A survey
  - You may also use a site plan
- Proof of home ownership

# If You Are in a Historic District

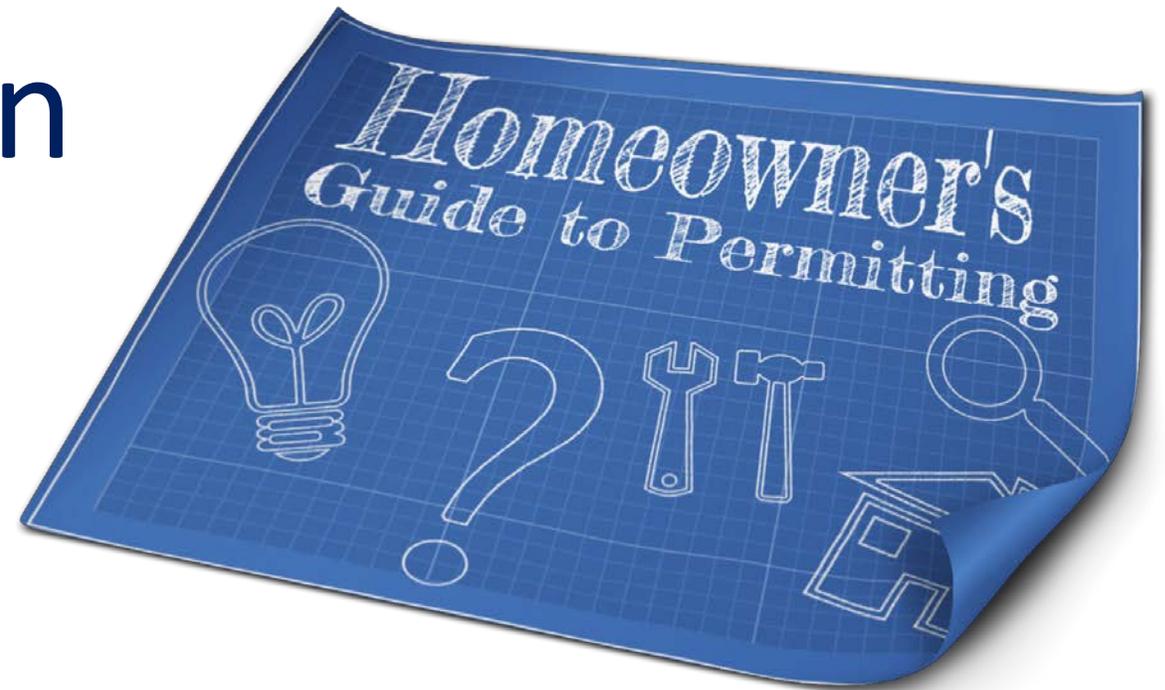
- A Certificate of Appropriateness (COA) may still apply
- For information:
  - [www.sanantonio.gov/historic](http://www.sanantonio.gov/historic)
  - Call: 210-207-0035
  - Email: [info@sapreservation.com](mailto:info@sapreservation.com)

# If You Are in a Neighborhood Conservation District

- A review from Land Development may still apply
- For information:
  - [www.sanantonio.gov/Planning](http://www.sanantonio.gov/Planning)
  - POC: Tyler Sorrells
  - Call: 210-207-7395
  - Email: [zoning@sanantonio.gov](mailto:zoning@sanantonio.gov)

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# How & When to Get Permits for Work in Your Home



Presented by: Andrew Espinoza, CBO, MCP